

Mastering the Art of Report Writing

Ellen Engelke

ellen@cowgirlcommunications.com

Welcome to Mastering the Art of Writing a Report at Torrance Cultural Arts Center. We're going to have a great class!

Here are some things you'll need:

A loose-leaf binder with lined paper and dividers

Pens or pencils and erasers

Access to a computer

A free reading book or homework

We'll be doing exercises in class that you'll want to keep. There will also be exercises that you'll do on your own each week, and you need a place to keep them together and organized.

If you would like me to help you with something specific, you will need to send me your writing samples by email, so that I can edit and make suggestions. My email address is ellen@cowgirlcommunications.com. Please put "Report Writing" and your name in the subject line so I'll know it's from you. Do not send as an attachment.

Please bring your notebook and pens, pencils, and erasers to class every week.

Also, when you're learning to write, it's important to read samples of the kind of writing you want to write. Bring a book to class each week as well.

Good Luck and Happy Writing!